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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Chief, Organization & Methods Service  
2210 "E" Street, N. W.

FROM : Assistant Director, Current Intelligence

SUBJECT: Request for Survey

DATE: 'NOV 25 1952

1. It is requested that the Organization & Methods Service conduct a survey of the flow of classified documents within the Special Center Area, "M" and "Q" Buildings.

2. The purpose of this survey is to determine the man-hour cost of maintaining complete registry control at all echelons of all Special Intelligence material within the Special Center Areas, and to reassess the number of copies of each document required by the offices currently receiving this material.

3. Mr. [REDACTED] of the Special Policy & Security Staff, OCI, (extension 8593) will be glad to furnish any assistance needed in conducting this survey.

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HUNTINGTON D. SHELDON

OCI/CPC:ncc (25 Nov. 1952)

*Report dated 15 January 1953 filed with OCI  
on 23 January 1953; approved by me per 401XX  
and accepted by [REDACTED]  
and [REDACTED] of OCI.*

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NO CHANGE in Class. ☐  
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Date: 24 Feb 78 By: [REDACTED]